Part A – Guidelines for format

Nomenclature (File Name) for Client Level Cash & Cash Equivalent Balances	PAN_CE_DDMMYYYY_BATCH NO Explanation: "PAN" shall be the Member's PAN (Alpha Numeric 10 characters) Date shall be end of the reporting week (i.e. Saturday) Batch/Seq No. starts from 01, in case of multiple files of same week
Frequency of Reporting	Weekly basis {A single file for all days of the week (Monday to Saturday)}
Last day of Submission	Members have to submit the data for all calendar days of the week except Sunday on or before the next four trading days of subsequent week.

Clarification w.r.t. Client Level Cash & Cash Equivalent Balances:

Trading member PAN	Date	Unique Client Code	Client PAN	Client Name	Segment Indicator	Financial Ledger balance-A	Financial Ledger balance (clear)-B	Bank Guarantee (BG)	Fixed deposit receipt (FDR)	Government of India Securities (GSEC)	Gilt funds	Last settlement date

Sr. No.	Field Name	Length (Max)	Description
1	Trading member PAN	Char (10)	Alpha-numeric trading member PAN
2	Date	DD-MM-YYYY	Date of holding the cash/cash equivalent collaterals
3	Unique Client Code	Char (20)	Alpha-numeric client code "OWN" to be mentioned in case of proprietary balances
4	Client PAN	Char (10)	Alpha-numeric Client PAN
5	Client Name	Char (100)	Alpha-numeric Client Name
6	Segment Indicator	Char (07)	Values shall be either of the following: NON MTF MTF

			NON MTF means all other segments other than MTF (like CM, FO, CD, CO, SLB and DEBT)
7	Financial Ledger balance-A	Number (20)	Value in Rs. Decimals shall be allowed upto 3 digits Net across all segments & Exchanges. As per the financial ledger of the client.
8	Financial Ledger balance (clear)-B	Number (20)	Value in Rs. Decimals shall be allowed upto 3 digits Net across all segments & Exchanges. Financial ledger balance, after adjusting for open bills of the client, un-cleared cheques deposited or issued and the margin obligations.
9	Bank Guarantee (BG)	Number (20)	Value in Rs. Decimals shall be allowed upto 3 digits Field should not be left blank. Value of field should be either zero or above zero and should not be negative.
10	Fixed deposit receipt (FDR)	Number (20)	Value in Rs. Decimals shall be allowed upto 3 digits Field should not be left blank. Value of field should be either zero or above zero and should not be negative.
11	Government of India Securities	Number (20)	Value in Rs. Decimals shall be allowed upto 3 digits Field should not be left blank. Value of field should be either zero or above zero and should not be negative.
12	Gilt funds	Number (20)	Value in Rs. Decimals shall be allowed upto 3 digits Field should not be left blank. Value of field should be either zero or above zero and should not be negative.
13	Last settlement date	DD-MM-YYYY	Last settlement date of the respective client. In case settlement is not applicable then member may write "NA"

- File shall be in csv and zip format. One zip file shall contain one csv file only. Naming convention of zip file shall be same as of the csv file.

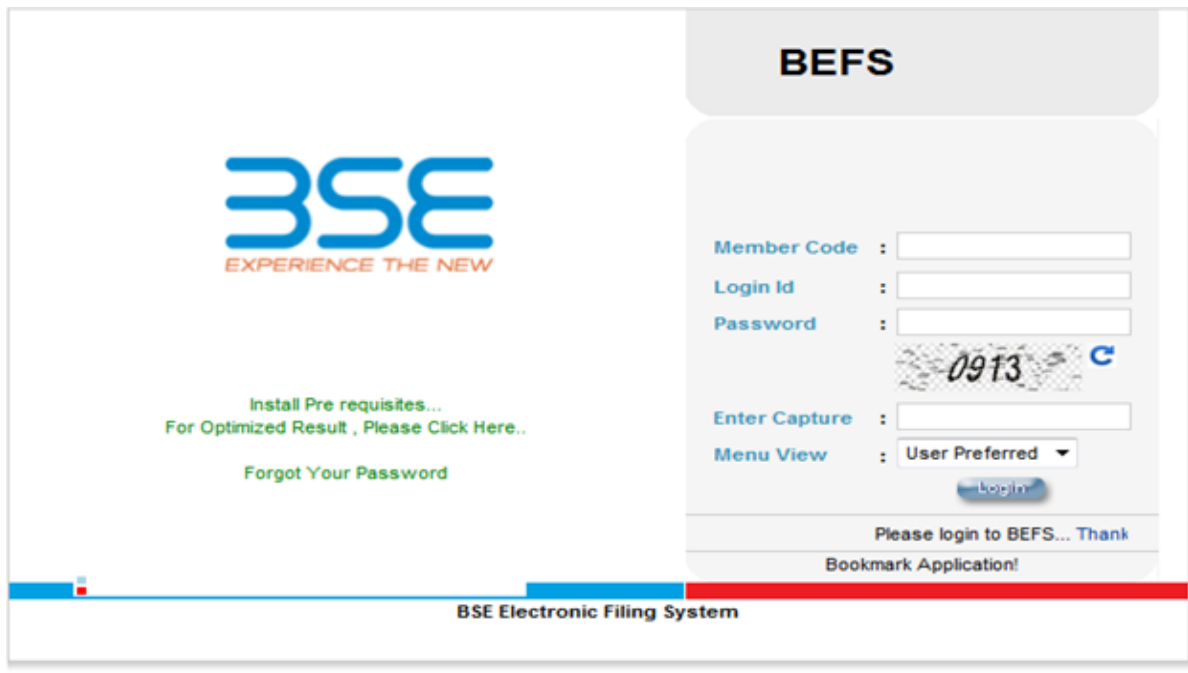- Members will not be able to upload another file with the same nomenclature.

- Files uploaded will be processed for validation check. Members are required to check the "Cash Balances Status Report" window for success/failure status of the uploaded file(s). In case of failure records, members have to correct the data as per the remarks provided in the file and re-upload the file with correct data with the different nomenclature.

- In case of non-applicability, members are required to provide a one-time declaration in the system. However, as and when, member becomes eligible for submissions, they will have to submit the data as per the requirements.

Part B – User manual for Client Level Cash & Cash Equivalent Balances Submission

1. Login into the BEFS using following URL
https://befs.bseindia.com/Login.aspx

2. As mentioned in the below screen. Kindly login through required credentials.
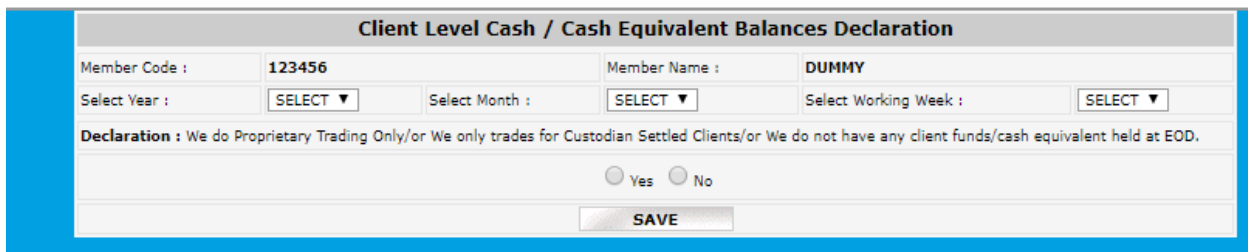
2. Navigation: Enhance Supervision-->Weekly Cash Balance-->

   Click "Client Cash Balances Upload", the next screen as below shall appear to the user:

3. After clicking the "Client Cash Balances Upload" button, the next screen will show the two options i.e. "**YES**" and "**NO**".

4. User shall select the Year -> Month -> Date of reporting week (i.e. Saturday)

In case trading member is not eligible for submitting the data then member can submit a one-time Not-applicable Declaration by submitting "Yes"

Client Level Cash / Cash Equivalent Balances Declaration			
Member Code :	123456	Member Name :	DUMMY
Select Year :	2020 ▼	Select Month : MAY ▼	Select Working Week : 16/05/2020 ▼
Declaration : We do Proprietary Trading Only/or We only trades for Custodian Settled Clients/or We do not have any client funds/cash equivalent held at EOD.			
	● Yes ○ No		
	SAVE		

When the user clicks the "Yes" button, then the user shall be prompted towards the "Save" button.

System shall accept the entry and prompt the message: "**Declaration saved successfully**". Member will receive acknowledgement email for aforementioned declaration.

5. In case member is eligible for data submission then member is required to select "No" button and the next option appears as below:

Client Level Cash / Cash Equivalent Balances Declaration			
Member Code :	123456	Member Name :	DUMMY
Select Year :	2020 ▼	Select Month : MAY ▼	Select Working Week : 30/05/2020 ▼
Declaration : We do Proprietary Trading Only/or We only trades for Custodian Settled Clients/or We do not have any client funds/cash equivalent held at EOD.			
	○ Yes ● No		
☐ Revoke Undertaking			CLICK HERE FOR CASH BALANCES (BULK UPLOAD)

6. When user click "CLICK HERE FOR CASH BALANCES (BULK UPLOAD) given below window will be opened –

Client Level Cash / Cash Equivalent Balances (Bulk Upload)			
BACK			**File Format**
Member Code :	123456	Member Name :	DUMMY
Year :	2020 ▼	Month : MAY ▼	Working Week : 30/05/2020 ▼
Select File :	Choose File No file chosen		
* File Name Format :- e.g. -> PAN_CE_ddmmyyyy_BatchSeqNo.zip (ddmmyyyy for the csv and zip file would be the same date of working week. Batch/Seq No. starts from 01 for the csv and zip file.)			
* ☐ UnderTaking :- We Confirm That The Details Of Client Level Cash / Cash Equivalent Balances Submitted To The Exchange Are Correct.			

7. Members need to upload the file as per format prescribed (i.e. csv – Coma Separated + Zip). Click on "Choose file" and select the undertaking and proceed to submit the record by clicking the "Upload File " button as give below –

Client Level Cash / Cash Equivalent Balances (Bulk Upload)			
BACK			File Format
Member Code :	123456	Member Name :	DUMMY
Year :	2020 ▼	Month :	MAY ▼	Working Week :	30/05/2020 ▼
Select File :	Choose File	ABCDE1234F_CE_06062020_15.zip	

*File Name Format :- e.g. -> PAN_CE_ddmmyyyy_BatchSeqNo.zip (ddmmyyyy for the csv and zip file would be the same date of working week. Batch/Seq No. starts from 01 for the csv and zip file.)

* ☑ UnderTaking :- We Confirm That The Details Of Client Level Cash / Cash Equivalent Balances Submitted To The Exchange Are Correct.

UPLOAD FILE

8. Files uploaded will be processed for validation check. Status of upload of file will be shown as "Under Process".

Client Level Cash / Cash Equivalent Balances (Bulk Upload)			
BACK			File Format
Member Code :	123456	Member Name :	DUMMY
Year :	2020 ▼	Month :	JUN ▼	Working Week :	06/06/2020 ▼
Select File :	Choose File	No file chosen	

*File Name Format :- e.g. -> PAN_CE_ddmmyyyy_BatchSeqNo.zip (ddmmyyyy for the csv and zip file would be the same date of working week. Batch/Seq No. starts from 01 for the csv and zip file.)

* ☐ UnderTaking :- We Confirm That The Details Of Client Level Cash / Cash Equivalent Balances Submitted To The Exchange Are Correct.

File Is Uploaded Successfully.

MEMBER CODE	WEEK DAY	FILE NAME	STATUS	DATE & TIME
123456	06/06/2020	123456_ABCDE1234F_CE_06062020_20.Csv	Under Process	6/8/2020 9:52:38 PM

Note :-

1) Currently your file is under process. Once process is complete , status will be automatically updated and acknowledgment email will be sent to you on your registered email id.

9. Members are required to check the "Client Cash Balances Status Report" window for success/failure status of the uploaded file(s). In case of failure status, members have to correct the data as per the remarks provided in the file and re-upload the file with correct data with different nomenclature.

| Weekly Cash Balance | ▶ | Client Cash Balance Status Report |
| | | Client Cash Balances Upload |

Cash Balances Status Report

Member Code :	123456		Member Name :	DUMMY	
Select Year :	2020 ▼	Select Month :	MAY ▼	Select Working Week :	30/05/2020 ▼

Sr. No.	Date Time Of Request	File Name	Date Time Of Response	View Error File	Status
1	6/8/2020 7:02:55 PM	123456_ABCDE1234F_CE_30052020_91.Csv	6/8/2020 7:26:31 PM		SUCCESS
2	6/8/2020 5:46:13 PM	123456_ABCDE1234F_CE_30052020_80.Csv	6/8/2020 6:10:59 PM		SUCCESS
3	6/8/2020 5:45:56 PM	123456_ABCDE1234F_CE_30052020_90.Csv	6/8/2020 6:11:03 PM	123456_ABCDE1234F_CE_30052020_90.Csv	ERROR